



MH/MR Employment Assistant

Department: MH/MR/SA

EEO Code: 25

Class Code: 4433

FLSA: N

Effective: 01/07/1995

GENERAL STATEMENT OF DUTIES:

Under immediate supervision; performs work of routine difficulty in providing employment training and supervision to individuals with disabilities in a variety of settings; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Trains and supervises consumers in areas of employment, self help, and social skills; transports consumers to job sites; assists in implementation of individual program plans and behavior plans; documents behaviors and goals as necessary; appraises supervisor and appropriate staff of consumer progress; ensures safety of consumers to include following safety rules and wearing proper safety equipment; writes accident reports and interdepartmental communications; completes payroll; performs custodial and/or contract work as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of systematic training techniques; of principals of normalization; of persons with mental disabilities.

Considerable skill in training and supervising individuals with mental retardation; in developing and maintaining good working relationships with internal and external customers.

Considerable ability to assist consumers in performing labor intensive work; to lift up to 50 pounds; and to stand for long periods of time.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma with some college coursework preferred and one year of experience training individuals with mental retardation in a work environment; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Driver's License

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
